

WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
JUNE 4, 2018 7:00 P.M.
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Illinois 60154

Call to Order

President Martin called the meeting to order at 7:02 P.M.

Roll Call

President Martin, Commissioner Busa, Commissioner Christopher. Also present: Executive Director, Dean Hoskin; Board Attorney, Steve Adams; and Board Secretary, Lauralee Conway.

Commissioner Gordon and Commissioner Cavanaugh were absent.

Others Present

None

Pledge of Allegiance

Correspondence to the Board

President Martin read a thank you card from the Schroeder Family thanking the Park District for the beautiful flower arrangement. President Martin read a thank you card from Ms. Tracy Zulfer at Divine Providence School thanking the Park District for the donation to the school's fundraiser.

Public Comments

None

Minutes

The Board of Commissioners reviewed the minutes of the May 7, 2018 Committee Meeting and the May 14, 2018 Board Meeting. The Board Secretary was asked to correct the roll call for the May 14, 2018 Board Meeting.

Finance Committee

2.1 *Budget Review* – Mr. Hoskin reviewed the Fiscal Year 2018-19 Budget with the Board of Commissioners. Mr. Brink reviewed and reported the following:

- 98.5% for the final tax levy revenue collection until the County releases the 2017 final levy edit report.
- Corporate 10 Fund Fy19 Proposed Revenue and Expense Budget.
- Capital Replacement Budget.
- A 12% increase to the Recreation Health Insurance budget line and two assumptions were added to the budget line.
- Swimming Pool Fund 30 FY19 Proposed Revenue and Expense Budget.
- Special Recreation Fund 40 FY19 Proposed Revenue and Expense Budget.
- Special Projects Fund 50 FY19 Proposed Revenue and Expense Budget.
- Working Cash Fund 70 FY19, Interest Transfer to Corp., Fund.
- Bond & Interest Fund 80 FY19 Proposed Revenue and Expense Budget.

2.2 *Draft Budget and Appropriations Ordinance* – Mr. Brink reviewed the tentative 2018-2019 Budget and Appropriation Ordinance with the Board of Commissioners. Commissioner Busa asked the Commissioners to agree to allow Mr. Brink and Mr. Hoskin make necessary changes after the Final Tax Levy Edit report is received.

2.3 *Prevailing Wage Ordinance* – The Board of Commissioners reviewed the Prevailing Wage Ordinance 2018-5.

Building & Grounds Committee

3.1 *Superintendent of Park's Report* – The Commissioners reviewed the Superintendent of Parks monthly report. Discussion of the Norfolk Dog park sign, and the large and small dog sections within the Dog Park was held. The Grand opening was June 2, 2018. President Martin thanked Mr. Hoskin and the staff for a successful Grand opening.

Recreation Committee

4.1 *Superintendent of Recreation Report* – The Commissioner reviewed the Superintendent of Recreation monthly report. Most of the seasonal staff has been hired and will be completing their pre-season training. The Commissioners reviewed the Special Events list.

4.2 *Recreation Report* – The Commissioners reviewed the Recreation monthly report.

4.3 *Early Childhood Director Report* – The Commissioners reviewed the Early Childhood Directors monthly report.

Marketing Committee

5.1 *Banquet Report* – The Commissioners reviewed the Banquet report.

Policy Committee

6.1 *Proposed Defined Contribution* – Mr. Hoskin and Mr. Brink reviewed the current insurance plans, insurance rates, renewal rates, current defined contributions, current employee share, renewal employee share, increase defined contributions of 9%, employee share per month and cost change versus 17/18 Defined Contributions. Mr. Brink recommended the following changes to the Defined Contribution as presented. Commissioner Busa asked to share the Park District cost of the employees' health insurance plan. The Commissioners agreed to the 9% increase of the 18/19 contributions.

Director's Report

None

Attorney's Report

None

President's Report

None

Old Business

10.1 *Special Events Intergovernmental Agreement* – Commissioner Busa questioned the word parties and third parties within the agreement and certificate of insurance requirements. Discussion of Indemnification of GK Events within the agreements was held. Discussion on what parties are required to provide insurance listed as #10, page 7. Commissioner Christopher reviewed the Park District responsibilities for each Event within Exhibit A. The Village is required to provide a liquor license when required. Mr. Hoskin expressed the importance of requiring a Certificate of Insurance from any and all vendors who will be on Park District property. Mr. Adams will research the discussed concerns regarding parties, third parties and GK Events. Mr. Adams will discuss the details with Mr. Durkin and work on the Intergovernmental Agreement and will have it ready for review next

week.

Commissioner Busa expressed his concerns on how the Commissioners could move forward and research ideas to make the Park District more secure. Commissioner Busa would like to discuss contacting a security company and audit how to improve the security of the Park District. President Martin discussed security cameras and other options of security to implement.

New Business

None

Adjournment

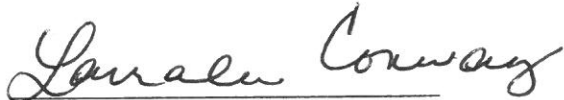
Motion by: Busa
Seconded by: Christopher
Ayes: Busa, Christopher, Martin
Nays: None
Absent: Gordon and Cavanaugh

Motion to adjourn the Committee Meeting at 10:02 P.M.

All in favor. Motion carried.



Board President, Matthew Martin



Board Secretary, Lauralee Conway

7/17/18

Date